

NORTH BROADWAY  
UNITED METHODIST CHURCH

WEDDING  
POLICIES

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North Broadway United Methodist Church offers The Service of Christian Marriage to those couples who wish to solemnize their marriage in a worship service which includes Scripture, prayer and praise to God. Our pastors welcome the opportunity of sharing with you in making plans for a meaningful and beautiful wedding service and to help you plan for a happy and lasting marriage.

A wedding in the church is a religious service in which you express your love of God, faith in Christ and commitment to each other. Thus, the service is worshipful, as well as personal. The wedding service from the *United Methodist Book of Worship* provides the basis for all weddings at North Broadway. However, in consultation with one of our pastors, there is ample opportunity to adapt the service so that it is personal, and suitable to your unique situation.

United Methodist Clergy may decide to perform the ceremony after consultation with the couple. They are required by their ministry responsibilities to counsel the couple, discuss and plan the service and inform the couple of policies or congregational guidelines. This document helps fulfill that responsibility, and introduces you to the guidelines for weddings at North Broadway.

### **Officiating Clergy**

All North Broadway weddings are officiated by 2 clergy, at least one of whom must be a member of our clergy staff. Ordained clergy from other churches and denominations may assist in the ceremony, at the invitation of the officiating North Broadway pastor, with whom such invitations must be discussed.

The first step in planning your wedding at North Broadway is to meet with a member of our clergy staff. This may or may not be one of the officiating pastors.

At this meeting, the pastor will review the following:

### **Setting the Date**

- The availability of your preferred date on the church calendar.
- Clergy availability for your preferred date.
- Review the forms and paperwork to secure your wedding at North Broadway.

### **Please Note**

- Reservation deposit of ½ of the total cost of the wedding must accompany the submission of your wedding planning form before the date will be placed on the church calendar. The remainder fees are due 30 days prior to the wedding.

### **Counseling –**

- The pastoral role of clergy required that they counsel all persons at whose marriage services they officiate. These conferences with the pastor are times to share your deepest hopes and expectations for marriage as well as to review and plan for the wedding service.
- The pastor will seek to share counsel and resources which will aid you in your joyful preparations for a life together. Emphasis is given to the opportunity of growing together in the faith and building a Christian home.
- These appointments will be scheduled or planned for upon the securing of the date for your wedding.

Our pastoral staff recommends that couples planning to be married participate in one or more Myers Briggs classes at North Broadway. This program assists the couple in exploring personal differences and preferences that assist in building a healthy, long term relationship as a couple. The brochure is included in this packet of information. The officiating clergy will discuss this in more detail with you.

**Music** – Music is a significant part of the Service of Christian Marriage. Our lead organist or a musician appointed by the lead organist will provide music for your wedding, including preliminary music, processional music and recessional music. In addition, any special solos or musical accompaniment requested by you will be discussed with the church musician, including plans to guest musicians or soloists.

You will schedule a meeting with the musician about 2 months prior to your wedding to determine the music selections.

**Photographs** – Photographs are important keepsakes of your wedding, and we will work with your photographer to make sure you get the photographs that you want. In order to maintain a spirit of reverence and worship there are guidelines for photography, which we ask you to share with your photographer.

- A permitted designated photographer may take flash pictures of the wedding party entering and leaving the sanctuary.
- During the service, no flash photos are permitted. Timed exposures may be taken from the balcony. The service may be videotaped from the balcony only.
- Please limit post-service photo sessions to 30 minutes. Pre service photos may be taken as well, but must be completed at least 45 minutes prior to the scheduled start of the ceremony.
- The pastor in charge will be glad to assist in any re-enactment of the ceremony if asked in advance.
- No one other than the designated photographer may take photos in the sanctuary during the service with either cameras or cell phones. Please advise your guests of this. The pastor may interrupt the service if guests are taking photos.

**The Rehearsal** – The rehearsal is designed to ensure a beautiful and meaningful wedding day. Rehearsals are required for all weddings. The officiating pastor will help you plan and schedule your rehearsal. Here are a few guidelines.

- The pastor manages the rehearsal, with assistance from the church wedding coordinators.
- The rehearsal will begin on time, at the scheduled time.
- All members of the wedding party are to be present for the rehearsal. This includes the couple, all attendants, ushers, ring bearer, flower girl, candle lighters, parents of the couple and any soloists, readers or other participants in the ceremony.
- Please bring your wedding license to the rehearsal. The pastor will require it before the ceremony can be held.

**Facilities for Bridal Party** –

- Beginning 2 hours prior to the ceremony, rooms are available for hospitality for the bridal party.
- Room 111, conveniently located to both the chapel and the sanctuary is available for the female members of the wedding party 2 hours prior to and immediately following the ceremony. It is best if the bridal party comes with hair and make-up done, and uses the time and space at the church only to change into dresses and shoes. Please do not use body or hair glitter in the church building.

- Rooms 203 and 205 are available for the male members of the wedding party.
- Smoking, alcohol, illegal substances, and weapons are not permitted in the building or on the church grounds.
- The bridal party is responsible for returning the rooms to the condition in which they were found. Please take care not to have items left behind at the church.

### **Altar Guild Wedding Coordinators**

Two North Broadway members, who are volunteer wedding coordinators, will assist with details pertaining to the ceremony. They coordinate arrangements for the sanctuary with regard to altar cloths, candles, flowers, etc. They will give assistance to the wedding party at the time of the rehearsal and at the wedding. They direct the seating of family members and the wedding party processional.

The pastor and the coordinators understand church procedures and will advise you on any questions that may arise. Other wedding consultants are not necessary to a beautiful and successful wedding at North Broadway.

### **Flowers and Decorations**

- Arrangements for flowers and decorations are made by the couple.
- The wedding planning form will give you opportunity to make requests for special candleabra.
- All candles except the unity candle will be provided by the Altar Guild.
- If a unity candle is desired, you will provide the unity candle, side candles and candleholders.
- A fresh flower arrangement may be ordered by you from your florist to place on the altar.
- If you do not provide fresh flowers, you may use a silk arrangement provided by the church.  
(See Wedding Request Form).
- Decorations such as flowers or ribbons are permitted on the pews, but must be affixed to be easily removable and so as to not damage the finish on the wood.
- All decorations should be in place and clean up completed one hour before the wedding.

**Rice, Birdseed, Petals and Confetti** – Rice, birdseed, petals and confetti are not permitted to be used either inside or outside the church building.

**Sound System** – Use of the sanctuary sound system is required for weddings in the sanctuary. A sound system is also available, though not necessary, for chapel ceremonies. Church staff operate the equipment during the wedding ceremony.

### **The Cost of the Wedding –**

- The wedding fees include the honoraria for the ministers, the organist, Altar Guild costs, and custodial services, with additional optional fees for candles and silk flowers.
- When a wedding is canceled, the deposit is refundable up to 30 days before the wedding.
- Fees for clergy from other churches and denominations, and musicians not employed by North Broadway are additional to the fees paid to North Broadway, and it is the responsibility of the couple to negotiate these with the other clergy person.

## Frequently Asked Questions –

- Length of the Aisle – 78 feet long x 72 inches wide
- Rows of Pews – 24
- Number of persons that can be seated in sanctuary – 500
- Number of persons that can be seated in chapel – 60
- Dimensions of Altar Table – 45 inches x 96 inches

**Schedule for Arrival and Pre-Wedding Preparations** – The following schedule may help you with the timing on the wedding day. We do not schedule Saturday weddings later than 4:30 p.m. in order to be prepared for Sunday worship.

2 hours before wedding	Flowers delivered and decorating under way Wedding party arrives
½ hour before wedding	Wedding party sequestered out of sight Ushers begin to seat guests.
20 minutes before wedding	Organist begins music
15 minutes before wedding	Candles are lighted
5 minutes before wedding	Groom’s parents or special relatives/friends are seated
2 minutes before wedding	Bride’s mother or special relative/friend is seated
At time announced on invitation	Wedding ceremony begins with processional
1 hour later	Wedding party leaves the church

## The Wedding Reception –

- North Broadway can provide space for your wedding reception.
- Ninety (90) days advance notice is required for a reception.
- Anniversary Hall can accommodate up to 150 people for sit-down meals or buffet service with table seating, and up to 175 people for punch and cake without seating.
- The Undercroft is a small, multi-purpose room which seats up to 40 people at round tables and up to 60 people for stand up receptions.
- Costs for space only are included on the fee schedule.
- It is the responsibility of the couple to secure catering services, which are not included in the fees.
- No alcoholic beverages shall be served, and smoking inside the building is not permitted.

## A note from the Clergy:

It is a great joy to come to know couples who are preparing for a life together in Christian Marriage. We hope to encourage you to meet the events in your life with God’s grace as a sustaining resource for living together in love. We cherish the relationships that we develop as we prepare for your marriage, and invite you to always consider us as a source of spiritual support and counsel.

We are delighted to attend your Rehearsal Dinner and/or your reception, if invited, and our schedule permits. If you wish clergy to provide prayer or other words at either event, please make that request in advance.